



**Public Affairs Office
101st Airborne Division (Air Assault)
Fort Campbell, Kentucky
(270) 798-3025**



REQUEST FOR MILITARY EQUIPMENT/WEAPONS SYSTEMS

NOTE: PLEASE ALLOW SIX WEEKS PRIOR TO THE DATE OF EVENT FOR PROCESSING

Please provide the information below in a timely, accurate, and complete manner. The Fort Campbell Staff Judge Advocate's (SJA) Office carefully reviews each written request for Fort Campbell military support to make sure each request is legally sufficient to support. The information below provides our military attorneys with the information required to review your request. Hopefully, our office will be able to assist you with your special event, but please remember that Fort Campbell and 101st Airborne's mission and training requirements always take precedence over providing military support to local community relations events

SECTION A: GENERAL INFORMATION

(NOTE: Each question 1-11 below must be answered to properly evaluate your military support request for compliance with current military regulations).

1. Title of Event: _____
 - a. Town or City: _____
 - b. Date of Event: MM/DD/YYYY
 - c. Time (from) _____ (to) _____
 - d. Place: (airport, convention hall, street address, etc.): _____
 - e. Event website: _____
 - f. Theme of the event: _____
 - g. Purpose of the event: _____
 - h. Will the event have any political implications, purpose, or relationship? Yes ☐ No ☐ If yes, please explain: _____
 - i. Is this event a membership drive? Yes ☐ No ☐
 - j. Expected attendance numbers: _____
2. Has the event sponsor contacted other military units or installations requesting support for the event?
 - a. Yes ☐ No ☐ If yes, please explain: _____
3. Sponsoring Organization is: (Check One): ☐ Fraternal ☐ Educational ☐ Civic ☐ Commercial Enterprise ☐ Federal Government Organization ☐ State/Local Government Organization ☐ Charitable Organization ☐ Non-Profit Organization ☐ Other (Specify) _____
4. Does the local government support this event?
 - a. Yes ☐ No ☐ If yes, please explain: _____



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SECTION A: GENERAL INFORMATION (Continued)

5. Does the sponsoring organization exclude any person from its membership, or practice any form of discrimination in its functions, based on race, creed, color, or national origin?
Yes ☐ No ☐ (If yes, please explain): _____
6. Sponsor's representative authorized to complete arrangements for Armed Forces participation (Your primary event point of contact):
a. Name: _____
b. Mailing Address: _____
c. City: _____ State: _____ Zip: _____
d. Email Address: _____
e. Phone: Numbers: (Office) _____ (Cell/Home) _____
7. Is the event being used to promote funds or raise funds (cash or other) for any purpose?
Yes ☐ No ☐ If yes, what will the funds be used for? _____
8. Is there an admission cost for the event? Yes ☐ No ☐ If yes, will the admission cost be used to only defray the costs of the event? Yes ☐ No ☐ If no, please explain _____
9. Will admission, seating and all other accommodations and facilities connected with the event be available to all persons without regard to race, creed, color, or national origin?
Yes ☐ No ☐ If no, please explain. _____
10. How many miles (one way) is your event location from Fort Campbell? _____ miles.
If the one-way distance from Fort Campbell to the event site exceeds 75 miles, the event sponsor **may be** required to fund the costs of commercial van transportation, overnight lodging, and meals for the participating honor guard Soldiers. The commercial transportation must be at least a commercial bus (if the marching band is requested) and/or commercial vans with a large storage area for the band instruments and equipment. Does the one-way distance from Fort Campbell to the event site exceed 75 miles? Yes ☐ No ☐ If yes, can the event sponsor fund these costs additional costs (if required)?
Yes ☐ No ☐
11. Funding for military costs:
a. Does the sponsor agree to fund the standard military services allowance for meals, quarters, and incidental expenses for all Armed Forces participants?
Yes ☐ No ☐ Please explain. _____



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SECTION A: GENERAL INFORMATION (Continued)

- b. Does the sponsor agree to fund Armed Forces participants' transportation, meals, and hotel accommodations to visit the site prior to the event (if required)?
Yes ☐ No ☐ Please explain. _____
- c. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?
Yes ☐ No ☐ Please explain. _____

SECTION B: MILITARY EQUIPMENT/WEAPONS SYSTEMS SUPPORT

1. Current U.S. Army regulations place various restrictions on military support for civilian events. Please read each paragraph below carefully. After your review, as required, initial next to each paragraph indicating you understand and agree to comply with the restrictions/requirements listed.
- a. Please explain the purpose of the event: _____
- b. Please explain what the mission of your organization is: _____
2. What type of equipment/troops are you requesting? (Note: Include the number of vehicles you are requesting—each piece of equipment normally includes a 3-man team)
- _____ HMMWV (Commonly called Humvee) with mounted weapons platform
- _____ HMMWV with mounted Avenger (antiaircraft weapons system)
- _____ 105mm Howitzer
- _____ Marching Unit (Please specify number of Soldiers requested)
- _____ Other: (Please specify what other support you are asking for if not listed above)
3. Briefly explain what you are asking the units/equipment to do at your event: _____
4. INITIALS I understand military units may not support an event if the support would selectively benefit any person, group, or corporations (**paragraph 1-3, Army Regulation 360-1, The Army Public Affairs Program**).



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SECTION B: MILITARY EQUIPMENT/WEAPONS SYSTEMS SUPPORT (Continued)

5. INITIALS I understand an event sponsor may not charge a fee for a military unit's performance. Any charge for food or beverage must be optional allowing the listener to see the equipment without costs (**paragraph 1-3, Army Regulation 360-1, The Army Public Affairs Program**).
6. INITIALS I understand the event must be of a community-wide, nonsectarian nature of common interest and benefit, and broadly publicized (paragraph 1-3, Army Regulation 360-1, The Army Public Affairs Program).
7. Is your event open to the general public? Yes ☐ No ☐ If no, please explain _____
8. Please explain what steps you have taken to promote (advertise) your event. _____
9. INITIALS Due to safety and health considerations, military units, and equipment do not perform in inclement weather (i.e., rain, snow, high winds, thunderstorms, etc.). It is the event sponsor's responsibility to develop an inclement weather plan. In addition, the sponsor must discuss this inclement weather plan with the tasked unit representatives prior to the event with the understanding that the honor guard may cancel support if the plan is deemed unacceptable.
10. INITIALS Although Fort Campbell rarely cancels military support for local events once written approval is granted, I understand Fort Campbell's support may be cancelled if a last-minute on post (Fort Campbell) mission, deployment or training requirement occurs.
11. INITIALS I understand that If military equipment and/or a marching unit is approved, a member of the unit(s) tasked to provide the support will normally contact me within one week of the event date to discuss the event details and the unit's administrative and logistical requirements. I understand I must immediately notify these units of any changes to the event date or time. I also understand I must meet all administrative and logistical support requirements outlined by the unit(s). Failure to do so will result in cancellation of the military support.



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SECTION C: CERTIFICATION

I certify the information provided herein is complete and correct to the best of my knowledge and belief.

(PRINTED NAME OF THE EVENT SPONSOR)

(SIGNATURE OF EVENT SPONSOR)

(DATE SIGNED)

PLEASE EMAIL COMPLETED FORMS TO:

denise.a.shelton.civ@mail.mil

lindell.s.pleasant.mil@mail.mil

edward.warnock.mil@mail.mil

OR

MAILING ADDRESS

Public Affairs Office
Attn: Community Relations Officer
2574 23rd Street
Fort Campbell, Kentucky 42223

OR

FACSIMILE

(270) 798-6247

QUESTIONS

(270) 461-1277

This packet was updated on 11 September 2012.